



## Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

<b>Opening Date:</b>	May 30, 2014	<b>Closing Date:</b>	June 6, 2014
<b>Job Title:</b>	Civil Assignment Clerk	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	059383	<b>FLSA Status:</b>	Non - Exempt
<b>Location:</b>	Circuit Court for Harford County Bel Air, Maryland	<b>Grade/Salary Range:</b>	J06 \$30,157 - \$35,732
		<b>Financial Disclosure:</b>	No

### **Regular State employees subject to promotion/demotion policy**

**Essential Functions:** Schedules court hearings and sends notices. Assists the public and attorneys on the phone and in person. Assigns daily docket for Master's and Judges. Contacts and assigns interpreters for court hearings when a request is made. Posts the docket to the web and the docket board. Processes civil notices using the computer. File court notices in the appropriate files and file case folders. Sets and postpones trial dates. Checks files for dismissals, settlements, etc. Assists Judges in arranging dates for cases that are continued. Performs all other duties as assigned.

**Education:** High School diploma or GED.

**Experience:** Minimum of one year of related experience.

**Skills/Abilities:** Ability to apply job-related policies, procedures, rules, regulations and codes. Ability to communicate in an effective, patient and tactful manner with staff and customers. Ability to learn and apply legal terminology. Ability to use a personal computer and type 35 wpm. Strong attention to detail and accuracy and excellent proofreading skills. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Hon. James Reilly, Clerk of the Court  
Circuit Court for Harford County  
Courthouse, 20 West Courtland Street  
Bel Air, Maryland 21014

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**